

**BY ORDER OF THE COMMANDER  
AEROSPACE MAINTENANCE AND  
REGENERATION CENTER**



**AMARC INSTRUCTION 33-104**

**31 OCTOBER 1999**

**Communications and Information**

**NONTACTICAL RADIO SYSTEMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 33-1, Command, Control, Communications and Computer (C4) Systems and Davis-Monthan AFB supplement to AFI 33-106, Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate System. It establishes the responsibilities and procedures for obtaining and repairing government-owned nontactical radio equipment and applies to all AMARC directorates and offices having nontactical radio requirements.

**SUMMARY OF CHANGES.** Updates style, format, references and office symbols. Changed paragraphs are indicated with an \* (asterisk).

**RESPONSIBILITIES AND PROCEDURES.**

**1. AMARC Nontactical Radio Communication Officer.**

- 1.1. Assigned to the Aircraft Management Directorate, Specialist Support Division, Avionics Branch, Radio/Radar Section (LASAR) supervisor.
- 1.2. Responsible for the management, placement, and servicing of nontactical radios.
- 1.3. Coordinates with the AMARC using activities and the 355th Communications Squadron /Systems Maintenance Flight (355CS/SCMR) Ground Radio Maintenance repair facility.

**2. Initial Request or Turn-in of Equipment:**

**2.1. Initial requests, or additional radio requests** will be forwarded to Avionics Branch (LASA) with written justification.

**2.2. LASA will:**

- 2.2.1. Evaluate requests to ensure they are valid.

2.2.2. Reassign radios for better use when possible.

2.2.3. Prepare an AF Form 601, **Equipment Action Request**, AF Form 2005, **Issue/Turn-In Request**, or a letter, as appropriate if the request cannot be filled with available assets or by reassignment.

2.2.4. Send the request for new resources to the Comptroller Directorate, Financial Analysis Division (FMA), resource advisor for funds verification.

2.2.5. Keep one copy of the request in a suspense file.

**2.3. FMA resource advisor** will certify the availability of funds and send the request to LA

**2.4. The LA director or designated representative** will indicate approval or disapproval and return the request to LASA.

**2.5. LASA will:**

2.5.1. Send the approved request to the 355CS/SCMR, Land Mobile Radio (LMR) Manager for review and evaluation in accordance with AFI 33-106 BS-1.

2.5.2. After LMR manager approval, send the request to Logistics Directorate, Center Support Management Branch (LGSS), Equipment Management Function to process.

2.5.3. Fill out an AF Form 1297, **Temporary Issue Receipt**, to document the issue of radio equipment.

2.5.4. Maintain a signed copy of the AF Form 1297 on file until the radio is returned to LASA.

### **3. Repair of Equipment:**

**3.1. The using activity will** provide LASAR with complete details of any radio malfunctions.

**3.2. LASAR will:**

3.2.1. Direct the using activity to return the defective radio to LASAR or take to the repair activity.

3.2.2. Coordinate with 355CS/SCMR, Ground Radio Maintenance Shop for the repair work; fill out an AFTO Form 350, **Reparable Item Processing Tag**, indicating repair requirements; and attach the tag to the equipment.

3.2.3. Notify the using activity to pick up the equipment when the radio has been repaired.

3.2.4. When radios need nonrecurring type repair, fill out an AF Form 3215, **Communication-Computer Systems Requirements Document**, in two copies. One copy is sent the 355CS/SCMR, LMR Manager and one copy is retained on file.

**4. Use of Equipment.** Nontactical radios are used for efficient maintenance, reclamation, and supply activities. Managers will evaluate the radio systems to ensure reliable service exists and to evaluate the potential for sharing equipment between activities for the maximum benefit.

**4.1. LA will** determine maintenance and reclamation radio equipment requirements and select proper radio communications nets. Normal LMR communications network assignments are illustrated in Table 1.

**Table 1. Normal Operations Net Assignments.**

<u>NET 1</u>	<u>ASSGN.</u>	<u>NET 2</u>	<u>ASSGN.</u>	<u>NET 3</u>	<u>ASSGN.</u>
Commander	CC	Motor Pool	LAEM	Towing	LAET
Executive Director	CD	Reclamation	LAR	Process In Division	LAI
Flight Test	LA-FT	Supply Receiving	LGSD	Logistics Support	LGL
Support Equip	LAEE			Safety	CC-SE
Specialist Support	LAS			Security	CCS
Process Out Division	LAO			Quality Assurance	XP-QA
				Equipment	XPXE

**4.2. Emergency Operations.** During emergency operations requiring LMR, Production Control Division, Master Scheduling Branch (LAAS), Production Control will broadcast an emergency message on all three nets directing everyone to cease all non-essential and non-emergency transmissions on Net 3. All broadcasts are transferred to the appropriate alternate net in table 2 until notified by LAAS that the emergency condition is terminated.

**Table 2. Emergency Operations Net Assignments.**

<u>NET 1</u>	<u>ASSGN.</u>	<u>NET 2</u>	<u>ASSGN.</u>	<u>NET 3 (Emergency Operations)</u>	
AGE Control	LAEE	Vehicle Control	LAEM	Production Control	LAAS
Commander	CC	Motor Pool	LAEM	Safety	CC-SE
Executive Direct.	CD	Reclamation Div	LAR	Security	CCS
Flight Test	LA-FT	Supply Receiving	LGSD	Quality Assurance	XP-QA
Support Equip.	LAEE	Towing	LAET		
Specialist Supt.	LAS	Logistics Support	LGL		
Process In Div.	LAI	Equipment	XPXE		
Process Out Div.	LAO				

**4.3. Misuse of nontactical radio frequencies** will be reported IAW DMAFBR 700-2, *Radio Frequency Management*.

OFFICIAL

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